



CITY OF CHICAGO

DEPARTMENT OF BUILDINGS

EASY PERMIT PROCESS FLOW CHART

Revised 2/9/2017

G General Information & Submission Options

General Information

The Easy Permit Process (EPP) allows building owners to obtain a building permit for small projects that do not require architectural plans. EPPs are intended for the REPAIR or REPLACEMENT of existing building elements, without any changes to the structure.

Online EPP Submissions

Some EPPs may be obtained online at the DOB website www.cityofchicago.org/buildings. Select the "Getting Started Online" button. Select "Create a New Login" if applicant does not already have a login account.

Online EPPs are limited to:

- ☐ Electrical (E) - Obtainable by electrical contractors only
- ☐ Tuck pointing (M) – Excluding brick replacement
- ☐ Fence (GC) - Non chain link & non brick greater than 5 ft. high and up to 6 ft. high
- ☐ Furnace* (GC or V)
- ☐ Hot water heater* (P)
- ☐ Wood frame garage (GC, E)
- ☐ Windows & doors*

*Replacement only of same size & location in residential bldgs. with 4 or more dwelling units

In-Person EPP Submissions

Refer to Step 1A for information on In-Person EPP submissions

1 Office Location

STEP 1A

Select Office Location

Sign the Walk-in list upon arrival.
No appointment is required.

Downtown:

Dept. of Buildings - City Hall

121 N. La Salle Street, Rm 906

Easy Permit Process Desk

312-744-3449

Monday through Friday

8:30am – 4:00pm

2 Identify Scope of Work & Required Contractors

STEP 2A

Identify Scope of Work

(Required contractors indicated)

- ☐ Masonry or Chimney (M)
- ☐ Drywall (GC,E)
- ☐ Electrical Permit (E)
- ☐ Fence (GC)
- ☐ Furnace (GC or V)
- ☐ Plumbing Fixtures (P)
- ☐ Hot Water Heater (P)
- ☐ Roof Replacement. (RC or GC)
- ☐ Window/Door Replace (GC)
- ☐ Garage or Carport (GC, E, M)
- ☐ Minor Porch Repair (GC, M)
- ☐ Contractor Change (Varies)
- ☐ Wrecking Permit (D)

STEP 2B

Identify Required Licensed Contractors

- ☐ Electrical Contractor (E)
- ☐ General Contractor (GC) *
- ☐ Plumbing Contractor (P) *
- ☐ Ventilation Contractor (V) *
- ☐ Refrigeration Contractor (R) *
- ☐ Masonry Contractor (M) *
- ☐ Roofing Contractor (RC)
- ☐ Demolition Contractor (D)

* The owner occupant of a Single Family Home can self perform these trades.

The owner occupant of a building with not more than 6 dwelling units and not more than 3 stories high can act as the GC.

3 Documents & Submission

STEP 3A (As applicable)

Required Forms & Information

- ☐ EPP Application including Cook County PIN #
- ☐ Electrician must obtain electrical permit online prior to submitting EPP if it includes electrical work
- ☐ Signed contract
- ☐ Original Letters of Intent from contractors
- ☐ Proof of building ownership
- ☐ Certificate of Responsibility for owner occupied residential bldgs.
- ☐ Certificate of Primary Residence for owner occupied residential buildings
- ☐ Photographs of areas of work
- ☐ List of required contractors
- ☐ Notarized letters from owner and contractors are required for contractor changes

STEP 3B

Visit Customer Service Booth

in the 9th floor elevator lobby to obtain the correct application forms prior to visiting the EPP Counter.

Submission at EPP Counter

No appointment is required for EPP submissions. Sign the EPP Walk-in list in Room 900 upon arrival. DOB EPP staff will:

- ☐ Identify building violations & Stop Work Orders
- ☐ Review EPP application & enter into the computer system
- ☐ Identify involvement of other departments & technical reviews

4 Additional Reviews if Applicable

STEP 4A (If applicable)

Bureau of Planning & Zoning

- ☐ Zoning Review
- ☐ Lakefront Protection District
- ☐ Planned Development Review

STEP 4B (If applicable)

Landmarks Commission

- ☐ Landmark Buildings
- ☐ Landmark Districts

STEP 4C (obtain online from CDOT prior to EPP submission)

Chicago Dept. of Transportation, Public Way Permit Section

- ☐ Barricade Permit
- ☐ Canopy Permit

5 Final Review

STEP 5A

Final Review

(Performed by DOB staff)

- ☐ Review documents for approvals & completeness
- ☐ Comply resolved issues & corrections
- ☐ Tabulate permit fee
- ☐ Approve EPP Application in the computer system

6 Permit Issuance & Inspections

STEP 6A

Permit Issuance

☐ Customer pays the permit fee at the Dept. of Revenue's cashier window and obtains building permit certificate

STEP 6B (If applicable)

Construction Inspections

☐ Request field inspections at www.cityofchicago.org/buildings